

COURSE SYLLABUS



COURSE TITLE:	MOA 155 – Medical Terminology
CLASS SECTION:	D03
TERM:	2024F – W2025
COURSE CREDITS:	3
DELIVERY METHOD(S):	Online – Asynchronous (with scheduled Online exams for Midterm and Final exams with Online Invigilation). See schedule below.

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

INSTRUCTOR DETAILS

NAME:	Angela Kemna
EMAIL:	kemnaa@camosun.ca
OFFICE:	CBA 231B or via telephone or virtual Sessions on Zoom.
HOURS:	Office hours are to be arranged via email. Arrangements will be made for either telephone conversation or Virtual session, or if you prefer a meeting in the office on Campus (Interurban).

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course will provide students with an understanding of medical terminology through the development of the necessary language skills to define, pronounce and correctly spell medical terms and includes related physiology and anatomy.

PREREQUISITE(S): One of: C in English 12, C in Camosun Alternative.

CO-REQUISITE(S): None

EXCLUSION(S): None

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- a. Apply proper health care terminology and indicate the importance of accuracy in all health care communications.
- b. Demonstrate the ability to communicate with other health care professionals using the appropriate medical language.
- c. Recognize the importance of maintaining a relevant medical vocabulary.

- d. Articulate the appropriate method to communicate with other health care professionals using the proper medical language related to human anatomy and systems.
- e. Illustrate the principles of how medical words are formed related to the structures and functions of the associated systems of the body.
- f. Demonstrate a basic understanding of body systems, anatomical structures, medical processes and procedures, and diseases.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

- **Mandatory Attendance for First Class**
This section of MOA 155 -D03 requires mandatory attendance for the first class meeting of the course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student.
- You must sign into D2L (will be only available starting on Oct 28, 2024, the first day of the course start) on the first day between 830 am - 9 pm PDT (if you are not in BC, please note all communication, quiz/exam dates and times will be in PDT until first Sunday of November which goes back to PST). This is for Attendance purposes: If you do not sign into D2L on the first day your name will be marked as “Not attended” which registration will email you that you have lost your seat in the course, then it will be offered to a waitlisted student. You will need to complete the Mandatory Discussion post, on October 28/24 before 900 pm. If you do not post, you will be removed from the course to allow waitlisted students to enter the course.
- Please purchase your textbook/eText before the start date of the course. Start date week has 2 chapters to review and complete quizzes.

Textbook information for purchasing:

- Chabner, D. (2025). *The Language of Medicine* (13th ed.). Elsevier - Evolve. ISBN: 978-0-443-10779-5: hard copy text
- NOTE: An e-text option is also available for this course through the Camosun Bookstore website (you purchase a retail access card with a code on it)
<https://www.camosuncollegebookstore.ca/default.asp?>
- The publisher provides excellent, student study resources with your new text purchase at this link: <http://evolve.elsevier.com/Chabner/language/>
- Important: For this course **The Language of Medicine, Edition 13 is the only edition to purchase**. Please **do not purchase or use** edition 12 because there are many change between the editions and all quizzes and exams are based on Edition 12.
- All Course Resources and Exams will be on D2L (access through Camosun College website (available on the first day of the course). During all quizzes and exams, will need a computer (tablets and phone access can hinder connection – do not use). These quizzes and exams need to be done on Chrome or Mozilla. And you will require a good strong Internet connection.
- Strongly Recommended: Sign-up for [Office 365](#) (provided free from Camosun College). You will need a camera on either your laptop or computer for the invigilation of your midterm or final exams, or if you would like to have a virtual office meeting with the instructor.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

Please note this has **set exam and quiz dates**, but it could be changed by Instructor within a reasonable time, please check the NEWS bulletins on D2L for updates.

This online version of the course is 14 weeks in an asynchronous delivery (no face-to-face or set class times for Chapter reviews). This course has a set schedule dates with set readings, quizzes and exams dates listed for the term. It is important for all students to self-direct their scheduled readings, quizzes, and exams preparation in this term. The instructor is available via email or booked virtual meeting/sessions. In addition to attendance on the D2L site, students are expected to access all online materials available on the course D2L site and ensure the sufficient homework and studying is completed for each week's online quizzes. The Midterm and Final exam will be in a D2L exam format and will be online with virtual invigilation; dates for midterm and final exams are set as per the schedule (see schedule below). If you are a care giver or working, please make arrangements with your employers and support for care giving to have these dates and times free of interruption during the exam. If there are any changes, the instructor will notify the class in a reasonable timeframe prior to the date. All exams are coordinated using PDT & PST, please if you are in a different time zone, please change your time to write to accommodate the either PDT (Sept- Nov) PST (Nov-Mar) time zone.

WEEK or DATE RANGE	TOPIC	PRACTICE ACTIVITY, DISCUSSION, CHAPTER QUIZ, EXAM DUE DATES
Week 1 October 28, 2024 to November 3	Course Introduction Chapter 1 Basic Word Structure Chapter 2 Terms Pertaining to the Body as a Whole	Introductory discussion post Practice Activities Chapter 1 and Chapter 2 Quizzes 11:59 p.m. November 3
Week 2 November 4 to November 10	Chapter 3 Suffixes Chapter 4 Prefixes	Practice Activities Chapter 3 and Chapter 4 Quizzes 11:59 p.m. November 10
Week 3 November 11 to November 17	Chapter 5 Digestive System Chapter 6 Additional Suffixes and Digestive System Terminology	Practice Activities Chapter 5 and Chapter 6 Quizzes 11:59 p.m. November 17
Week 4 November 18 to November 24	Chapter 7 Urinary System Chapter 8 Female Reproductive System	Practice Activities Chapter 7 and Chapter 8 Quizzes 11:59 p.m. November 24
Week 5 November 25 to December 1	Chapter 9 Male Reproductive System Chapter 10 Nervous System	Practice Activities Chapter 9 and Chapter 10 Quizzes 11:59 p.m. December 1
Week 6 December 2 to	Chapter 11 Cardiovascular System	Practice Activities Chapter 11 Quiz 11:59 p.m. December 8

December 8		
Week 7 December 9 to December 15	Midterm Exam	Friday December 13 130 p.m., online
Week 8 December 16 to December 22	Chapter 12 Respiratory System Chapter 13 Blood System	Practice Activities Chapter 12 and Chapter 13 11:59 p.m. December 29
Week 9 December 23 to December 29	Holiday Break	
Week 10 December 30 to January 5	Chapter 14 Lymphatic and Immune Systems Chapter 15 Musculoskeletal System	Practice Activities Chapter 14 and Chapter 15 Quizzes 11:59 p.m. January 5
Week 11 January 6 to January 12	Chapter 17 Sense Organs: The Eye and The Ear Chapter 16 Skin	Practice Activities Chapter 16 and Chapter 17 Quizzes 11:59 p.m. January 12
Week 12 January 13 to January 19	Chapter 18 Endocrine System Chapter 19 Cancer Medicine (Oncology)	Practice Activities Chapter 18 and Chapter 19 Quizzes 11:59 p.m. January 19
Week 13 January 20 to January 26	Chapter 20 Radiology and Nuclear Medicine Chapter 21 Pharmacology	Practice Activities Chapter 20 and Chapter 21 Quizzes 11:59 p.m. January 26
Week 14 January 27 to January 31	Chapter 22 Psychiatry	Practice Activities Chapter 22 Quiz 11:59 p.m. January 31
Exam Week	Final Exam	Friday, February 7 130 p.m., online

Note: All Chapter Reviews quizzes start on a Monday and all Quizzes **end on Sunday night** except for the Midterm and the Final Exam which are scheduled and invigilated Online exams; see schedule for dates and times. Please do not make plans for midterm and final exams, for there are no rewrites due to holidays according to Student policies from the college. Click on this link for Standards and Requirements for Rescheduling or Repeating a Final Exam Policies <https://camosun.ca/sites/default/files/2022-11/e-1.17.1.pdf>

Students registered with the **Centre for Accessible Learning (CAL)** who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where a 2 week advanced

noticed is required. Deadlines can be reviewed on the [CAL exams page](#).

<https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
CHAPTER QUIZZES	22 x 4.55% each	30%
EXAMS		70%
Midterm Exam	35%	
Final Exam	35%	
		TOTAL
		100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.

<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Access the D2L site daily/weekly for new information from Instructor. If you are not familiar with D2L or used this learning platform, please click on this link

<https://online.camosun.ca/d2l/le/content/6654/Home?itemIdentifier=TOC> to help you under the D2L learning platform. Note: Every instructor uses D2L in different ways, once you are into this course's site there are instructions and directions from the instructor how to use this course's site.

Expect to spend a minimum of 6 hours per week to prepare for the weekly quizzes and exams. Recommended study practices for memorization are daily reading and review of content, and using any resources provided by the instructor or publisher. If you are struggling with memorization, contact the Instructor ASAP for help and strategies, for your academic success. You can book an appointment via email (kemnaa@camosun.ca).

Review course information and resources on D2L. Read all NEWs bulletins (under Course Home tab) for daily/weekly updates from your instructor to keep up to date with Instructor guidance and announcements. You are responsible to complete all quizzes and exams on time, on the due dates. There are no rewrites for missed quizzes or exams, as per the guidelines listed below. Please review the Final Exam policy .

Email the Instructor to book an appointments, when you need additional support and strategies for studying and content related questions (kemnaa@camosun.ca), appointments for contact will be made either via telephone conversation or a virtual meeting see Instructor Information on D2L for contact information and office location.

SCHOOL OR DEPARTMENTAL INFORMATION

[School of Business - Applied Business Technology Department](#)

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

Reminder there is a **mandatory Check In on D2L** under the Discussions tab required on the 1st day of the course before 9 pm. You must log into D2L course site and complete this Discussion posting for your attendance requirement on the first day. This will be to allow students who are on the waitlist to enter the course within the first week of classes.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.